



PRCF Guideline: Management of Sports Fields

Established May 2011 (Revised 08-04-11)

Background:

The City of Mesa Parks, Recreation & Commercial Facilities (PRCF) Department allows use of sports fields for public, private and commercial use.

Purpose:

To establish procedures to ensure equitable pricing and allocation of City of Mesa sports fields. The reservation procedures for City controlled sports complexes and public use fields are also set forth in this guideline.

Definitions:

Client– The individual, age 18 or older, responsible for booking, payment and compliance with rules, regulations and policies, and organizations/individuals associated with the rental booking.

CYG– Community Youth Group. Youth groups in partnership with the City of Mesa Parks, Recreation and Commercial Facilities Department and who are members of the Mesa CYG coalition.

Field Preparation: Field preparation or maintenance, including dragging, raking, watering, lining with paint or chalk, moving dirt, setting bases, pitching mounds or goals, mowing (or applying any substance).

CVB - Mesa Convention and Visitors Bureau

PRCF – City of Mesa Parks, Recreation and Commercial Facilities Department.

Public Use Sports Field – Specifically, unlocked sports fields without controlled access located at the following public parks: Countryside Park, Jefferson Park, Escobedo Park, Evergreen Park, Kleinman Park and Gene Autry Volleyball Courts.

Sports Complex – Specifically, complexes with controlled access including: Gene Autry Sports Complex (baseball), Quail Run Sports Complex (baseball, soccer, softball), Red Mountain Soccer Complex, Red Mountain Sports Complex (baseball and softball fields), Riverview Sports Complex (softball and soccer) and Skyline Sports Complex (softball).

Field Use Priority Rating:

For the purpose of determining the priority of usage for sports complexes and public use fields, the following categories and priorities have been established.

Priority 1: City Use - Activities sponsored/co-sponsored by the City of Mesa, Mesa Public Schools, or CVB have priority use of the recreation sports facilities.

Priority 2: Recognized partner groups – Groups meeting the requirements set forth by PRCF Administrative Regulation (AR) 5.1 and recognized by the Department as a CYG.

Priority 3: Private tournament and league rentals.

Priority 4: Private sports organization practices or rentals.

General Reservation Policies:

- Reservations for all Sports Complex and Public Use Fields will be accepted Monday – Thursday 7:00am-6:00pm.
- Client must be 18 years of age or older to reserve fields.
- The City reserves the right to decline, revise, revoke or cancel dates at facilities for non-use or if the organization conducts activities not described on the facility rental agreement.
- Client agrees that the City is not responsible for any property left by the user or brought to the premises by the user, or by any other persons or entity in connection with the use of facilities. The user agrees that the City shall have no liability for destruction, theft, vandalism, or other loss or damage to any such property.
- PRCF staff has final say on all matters pertaining to rentals.
- The PRCF Director or designee, for a good cause, may cancel a facility reservation permit. Fees and deposits will be returned and every effort will be made to relocate and/or reschedule those clients whose permits have been cancelled.
- Pamphlets, handbills or advertising material of any kind may not be posted, placed or distributed at sports fields unless prior permission is given by PRCF.

Facility Reservation Permit

- Use of fields and lights is by permit only. Participants and spectators are to remain off fields that are not permitted or in use. User groups are not allowed to enter any park or sports facility if the gates are not open and/or a supervisor is not present.
- Only participants approved by the City are allowed to use lighted sports fields. This use is not transferable to another person or group without the prior approval of City staff.
- When two or more groups have requested the same space and time, all requesting groups will be contacted after staff has reached a decision on the field allocation. Decisions will be based on fiscal, schedule and program impact to the City of Mesa.
- Once facility has been allocated, a facility use permit will be issued to the Client by the City.
- Facility permits are valid for the initial reservation period only. Clients must re-apply for additional reservation dates.

Care of Facilities

- Field prep, including lines, water and dragging are the responsibility of the City of Mesa. Client and/or users are not authorized to perform field preps.
- Client agrees that they will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the Client.
- No person shall drive, ride or operate at any time a motorized vehicle within a park and recreation facility, per Municipal Code Chapter 10 Section 6-10-1, without prior approval from the PRCF Director or designee. Vehicle access requests should be made at least 15 days in advance of the rental.
- Participants and spectators shall leave the sports facility area clean and litter free, using or providing appropriate garbage receptacles. Client shall be charged a cleaning fee in an amount up to \$500 for not leaving sports complexes and park areas clean and litter free.

Field Configurations

- All field configurations are standard. Custom configuration will be accommodated as available, and is subject to additional fees. Refer to the City of Mesa Sports Field Configuration Matrix for specific field details.

Field Preparation

- Field preparation includes dragging and lining of infields for baseball and softball and boundary lines for soccer, football, and lacrosse.
- If requesting more than 2 fields for field preparations, game start times must be staggered by 1/2 hour, or schedule must include a 60 minute break.
- Field preparation requests are required to be submitted no later than 15 days prior to the rental.
- Single day practices will not be granted special field preparations.
- All field rentals require a mandatory prep before the first game. Baseball field rentals require an additional mandatory prep before the fourth game. If requesting more than 2 fields for

prep, game start times must be staggered by 1/2 hour, or schedule must include a 60 minute break. 15 days advance notice needed for all preps.

User Behavior

- It is the responsibility of the Client to ensure rental patrons utilize the facility in a safe, appropriate manner. The City of Mesa reserves the right to remove any person or persons considered to be disorderly.

Alcoholic Beverages and Smoking

- An alcohol permit for possession or consumption of beer and wine only may be granted by the PRCF Director or designee. Refer to the PRCF Guideline www.mesaaz.gov/parksrec/Parks/aaAlcoholPermits.aspx for a listing of locations where alcohol permits may be granted.
- Alcohol permits must be purchased in person prior to the reservation at the South Center Parks Office, 200 S. Center Street, Bldg 1, upon showing proof of age of at least 21. Permits shall not be issued over the phone.
- Smoking is not allowed in sports complexes. Smoking is only allowed in designated areas at public use sports fields.

Closing Time

- Sport complexes and public use fields shall be vacated no later than 10:00 p.m. Extension beyond 10:00 p.m. requires prior approval by the PRCF Director or designee.

Concessions/Vending/Admittance Fees

- The authority to operate all concessions shall be the sole privilege of the City of Mesa and/or its assignees.
- No monies shall be collected on City of Mesa property without prior approval from the PRCF Director or designee. This includes souvenirs and admissions.
- All approved sales of souvenirs and admissions are subject to City of Mesa sales tax and applicable licensing, and must be reported to the City of Mesa Sales Tax office at 480-644-2316, www.mesaaz.gov/salestax.
- Private vending (sale, distribution or display of tangible items) and solicitation (requesting donations) on City property without authorization is prohibited by City Ordinance Title 6, Chapter 10, Section 4.

Field Usage Fees

- Field usage fees shall be assessed according to the City of Mesa Sports Field Use Fee Schedule.
- All fees shall be within the ranges indicated on the City of Mesa Fees and Charges Schedule.
- Sports complexes will open at the time of reservation. Any additional set-up/warm-up times must be booked by the Client, and will be charged the standard rental fees. Additional time will be rented in one hour increments.
- Community Youth Groups shall be charged as per the City of Mesa Youth Sports Field Use Policy.
- Additional bleachers must be rented from PRCF. Standard rental rates apply as per the City of Mesa Fees and Charges Schedule.

Application Submittal

Sports Complex Fields:

- All requests for sports complex reservations shall be submitted via the Sports Complex Facility Request Form or approved Community Youth Group allocation procedures. The form shall be available to the public in hard copy and on-line. Request forms may be e-mailed to SportsFields@MesaAZ.gov, faxed to 480-644-3842, US mailed to PO Box 1466, Mesa, AZ 85211-1466 or hand delivered to the PRCF main office located at 200 S. Center Street, Bldg 1, Mesa AZ 85210. Request forms must be signed upon submission. It is the Client's responsibility to confirm receipt of application.
- Private league and tournament rentals booked in partnership with the CVB will be accepted up to 18 months in advance. All other complex rentals will be accepted up to 12 months in

advance, and will be accepted based on date and time of submission, past use history and fiscal, schedule and program impact to the City of Mesa.

- Single day practices will be accommodated as available, and must be booked no more than 90 days prior and no less than one (1) week prior to the date of rental. Single day practices will not be granted special field preps.
- Reservations will not be accepted less than one (1) week prior to the first day of the rental.

Public Use Sports Fields:

- All requests for public use sports fields shall be submitted via the Reservations/Registration office at 480-644-4271.
- Reservations will be accepted no more than 90 days prior and no less than one (1) week prior to the date of rental.
- Reservations booked less than two (2) weeks prior, will not be granted special field preps.

Review and Notification

- Client will be notified within two (2) weeks of the date of submittal as to the status of their application. Once an application is approved and Client is notified, the Client will have 72 hours to pay the required deposits. It is the Client's responsibility to confirm receipt of application.

Liability Insurance

- Client shall provide an insurance certificate and endorsement for periods of City facility use, naming the City of Mesa as an additional insured for a minimum of \$1 million liability per occurrence and \$2 million aggregate.

Deposits:

- Once an application is approved and Client is notified, the Client will have 72 hours to pay the required deposits unless balance is paid in full at the time of reservation.
- Two types of deposits shall be required:
 - Field rental deposits will equate to \$150.00 per complex, per day.
 - Security deposits will equate to \$500.00 per complex.
- **Field rental deposits are non-refundable.**
- Security deposits will be refunded after the conclusion of the event, and are contingent upon the facility condition.
- Field rental and security deposits may be in the form of cash, check, money order or credit card.
- Reservations occurring less than 90 days from the booking date must be paid in full at the time of booking, and require a security deposit, but do not require a facility deposit.
- Field rental deposits may be used to pay off the reservation balance. Deposits NOT used to pay off reservation balance will be refunded through the approved PRCF refund process. Credit card refunds will be credited back to the originating card within seven (7) days of the reservation conclusion. City of Mesa checks will be issued to all cash, money order or check payments, and may take up to four (4) weeks for processing.

Fee Payment:

- Reservation payments will be accepted via cash, money order and credit card. Checks will be accepted for payments, as long as the event is more than 90 days from the date of payment.
- Payments for all reservations made less than 90 days from the date of reservation must be paid in full at the time of reservation, and do not require a field rental deposit; standard security deposits still apply.
- **Balance of payments for private leagues and tournaments are due 45 days prior to the start date of the league/tournament. Unpaid balances will result in cancellation of the reservation.**

Game Schedule

- Client is responsible for providing updated game schedules and/or participant registration information as requested by the City.

Field Closure

The City reserves the right to close any field due to poor field conditions. Organizations failing to honor any field closures are subject to fines (established to cover the cost of repairs) and/or

revoking their field permits. It is the responsibility of the field user(s) to know the status of any given field to maintain safe and playable field conditions. The fields may not be used and activities must be cancelled when any of the following conditions exists:

- Water standing on the infields of ball fields or goal mouths/midfield of multipurpose fields
- Where grass is sparse or field is worn badly and ground is saturated
- Turf can be displaced or dislodged from the ground
- Mud cakes or clings to shoes
- Steady rain is falling
- Dirt (infield) areas are muddy

City staff will determine whether a field is playable at all facilities where City staff are present. City of Mesa sports complexes and public use fields are subject to seasonal closure for maintenance.

Cancellations and Refunds

- **Field rental deposits are non-refundable.**
- **Security deposits are refundable after the conclusion of the event and are contingent upon the facility condition.**
- Field rental fees, staffing fees and field preparation fees will be refunded according to the following schedule:
 - Cancellation 45 days or more prior to event: 100% refunded
 - Cancellation 30-44 days or more prior to event: 50% refunded
 - Cancellation less than 30 days prior to event: 0% refunded
- It is the responsibility of the Client to determine accurately the number of fields and hours of usage. Unused fields or games/practices ending early will not be refunded.
- The City of Mesa reserves the right to close fields/cancel reservations due to safety or weather issues. Field closures due to safety and weather issues will be refunded in full.